

UNITED STATES CIVIL SERVICE COMMISSION
Office of the Executive Director
Interagency Advisory Group
1900 E Street, N.W.
Washington, D.C. 20415

Minutes of the IAG Committee on
Development and Training

May 14, 1976

The meeting was chaired by James R. Beck, Jr., Director, Bureau of Training. He introduced and welcomed several Training Officers from Jamaica who are on a six-week assignment with the Bureau of Training.

Charles Fotis, Department of Defense, Chairman of the Steering Committee stated that his committee had accepted and approved the report submitted by the Common Problems Standing Committee on the per diem issue. The report was submitted to the Bureau of Training for action.

Donald H. Rehm, Veterans Administration reported for Nathaniel Smith, Department of Treasury, that the Common Problems Standing Subcommittee was working on an optional form for recording education and training. He called on Paul Mink, Federal Energy Administration, who said the workgroup was ready to distribute a final draft for agency review and return to Nate Smith with comments before submission to the full IAG Committee on Development and Training.

Mr. Robert Lovegren, Department of Interior, Chairman of Clearinghouse Standing Subcommittee summarized the May 6 workshop on "Training in the Federal Government: The Changing Scene." More than 160 Federal Trainers attended the session intended to acquaint trainers with the purpose and activities of the Committee on Development and Training and to obtain feedback to assist in planning for next year. During the workshop Chester Wright, Director, Office of Policy, Plans, and Systems, Bureau of Training, U.S. Civil Service Commission, gave a presentation on "What is Happening in Research and Development," followed by six workshop sessions:

- o Executive and Management Development
- o Training Evaluation
- o Career Planning and Counseling
- o Training of Supervisors
- o Individual Development Plans
- o Upward Mobility

Mr. Lovegren reported that a majority of attendees suggested follow-up workshops be held in the fall.

Mr. Richard Stearns, Department of Commerce, and member of Common Problems Standing Subcommittee reported that three mini-seminars on executive development will be offered on May 25th, June 3rd and 8th.

Mr. Thomas W. Hatheway, Department of Army, Chairman, Training Policy Standing Subcommittee reported that his group planned to have another meeting in May to review training policy plans.

Mr. Kevin Arundel, National Institute of Education and Mr. John O'Neill, National Bureau of Standards reported for the Training Research Standing Subcommittee in the absence of John Kizler, Chairman. Mr. Arundel said a Training Cost Model showcase will be held at the Civil Service Commission auditorium on May 27, and that a showcase is planned in September on transmitting training via satellites. Mr. O'Neill reported that the Individual Development Plan survey had been field-tested, approved and distributed by the Standing Subcommittee and is to be returned by July 16.

Mr. Fotis stated that when the Federal Executive Development Program III was assigned to the IAG Executive Manpower Management Committee for review insufficient time was given. He has recommended that the Committee begin early in developing a "Presidential Fellows Program" and that he would appreciate receiving names of individuals who would be willing to work on this Program. Anyone interested was asked to notify John McConathy, Director of Personnel, USAF.

Mr. Beck introduced Thomas Loftis, Director, Programs and Curriculum Office, Bureau of Training, who gave a slide film presentation on the Factor Evaluation System. This system has been approved for implementation and a complete orientation kit (including guide, slide types and transparencies) is available from the National Audiovisual Center for \$40 (Order Number: 007894 FESKIT). Mr. Loftis further stated that each CSC Regional Training Center has two slide tapes to loan to agencies and that the total orientation package takes about one hour.

Mr. Beck reported that completion is near in the production of a video tape presentation "Orientation to Government" and that this product will be available in cassettes, slides and motion pictures from the National Audiovisual Center.

Mr. Beck reported that work is proceeding on implementation of the Federal Procurement Institute and that the Department of Defense will serve as Executive Agent. Mr. Richard Indelicato, Director, Office of Agency Assistance and Resource Coordination, Bureau of Training is assigned to the Interagency Work Group as is Mr. Charles Fotis of Defense.

Mr. Beck said he would keep the Committee advised of Institute progress and asked that agencies become involved as appropriate.

Mr. Zachary Geaneas, Executive Director of the Foreign Services Institute, Department of State since September 1975, was introduced to the group. Mr. Geaneas stated that the Foreign Service Institute has been in existence since 1826 and that it is their mandate to provide training to personnel from Department of State and to the entire foreign service community. Training is being offered to 27 different agencies and only 45% of training given is for State Department personnel. The organization includes School of Language Studies, School of Professional Studies, Center for area and country studies and Foreign Affairs Executive Seminar. All language courses (approximately 43) are taught locally except Arabic, Chinese and Japanese. Most of the courses are for 20 weeks (the majority of training other than for State Department personnel is for USIA, CIA, AID and Department of Defense). Constant revision and evaluation of courses is made. The training budget is \$15 million annually. Mr. Geaneas stated that the Institute is authorized to accept reimbursement for courses offered to other agencies.

Mr. Beck introduced Mr. Carroll Eddy, Employee Development Specialist, National Institutes of Health who gave a presentation on the Training Resources Center maintained by the Training and Education Branch, Division of Personnel Management, NIH. He related the need which developed within his agency to identify and locate various training resources such as books, reprints, audio visual media, etc. and how he was able to organize and assemble data into a workable format. He has organized the material into a clearinghouse and is now coordinating with approximately 20 agencies in this endeavor. The data is on a computer and can be extracted.

Mr. Eddy offered to share expertise and data with the Clearinghouse Standing Subcommittee. He may be contacted at 496-2146.

Mr. Beck suggested that perhaps a showcase would be appropriate.

The following items were mentioned briefly by Mr. Beck:

- o About a year ago a group of training people initiated a study to determine whether any changes should be made to the Government Employees Training Act of 1958. A report of their survey including proposals for changes has recently been submitted to the Training Officers Conference (TOC) and the D.C. chapter of the American Society for Training and Development. A courtesy copy was sent to the Bureau of Training and TOC has indicated that copies will be forwarded to Under secretaries of major departments and agencies,

CSC Chairman Hampton, OMB Director Lynn, and the House Post Office and Civil Service Committee.

- o GAO has indicated they will initiate a full scale study of executive development in Federal agencies. They are beginning their work by surveying the activities of the FEI and the Executive Seminar Centers.
- o Some time ago CSC's General Counsel advised that it was not legal to re-coup non-government training expenses for those employees who did not complete the training. Bureau of Training has reviewed a reversal which now makes it administratively possible for agencies to recover such training expenses. A FPM issuance and a revision of Chapter 410 will be issued to effect this change.
- o Bureau of Training is conducting an inquiry with those agencies who have been involved in a major way in the Education for Public Management program to ascertain the value of CSC "middle person" role.
- o BT is reviewing the training offered by the four Executive Seminar Centers. Mr. Chester Wright, Director, Office of Policy, Plans and Systems, BT (Phone: 632-1624) is the principal leader of this review and agencies that have made reviews of these training programs are requested to share their experiences with BT.

Mr. Beck expressed his pleasure with the self-styled leadership emanating from the Committee on Development and Training and said that he believes that the group is moving to new heights of cooperative effort.

Because of a need to discuss the activities of the Committee on Development and Training for the next year. The Steering Committee recommended one more meeting before summer, it is scheduled for Thursday, July 1 at 9:30 a.m.